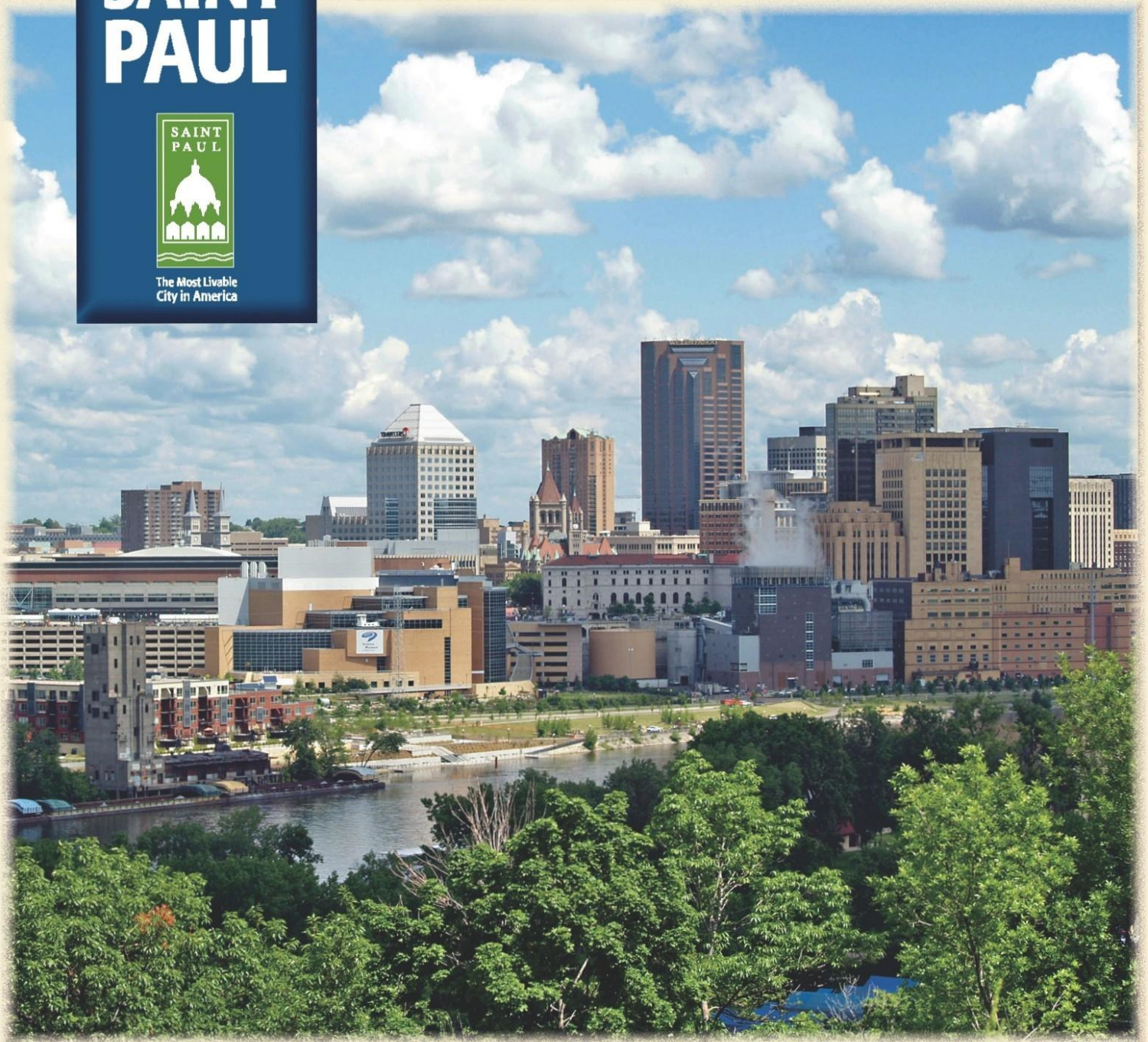


CITY OF SAINT PAUL



The Most Livable
City in America



The City of Saint Paul Public Works Operations Manager Position Profile



The Community We Serve

Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Our character is in our people. You can feel it in the firmness of our handshake and the warmth of our welcome. The sights, sounds and aromas are the breath of our unique, charming old neighborhoods.

Saint Paul, the head of navigation of the great Mississippi River, is a City of neighborhoods. Like a network of urban villages, our neighborhoods are strong and stable, each with its own fascinating texture of historic interest, cultural landmarks, ethnic heritage and time-honored traditions. This is why people lucky enough to live here feel a remarkable sense of belonging, a sense of place.

Our commitment to not only preserving, but growing this sense of the urban village is exemplified by our continuing development of Downtown. Now one of our most desirable neighborhoods, the City's core is thriving, not just as a place to work, but as a place to live, learn and spend leisure time. We have reclaimed our riverfront, which now pulses with the energy of both concerts and commerce. And in 2015, downtown Saint Paul welcomed CHS Field, the official home of the St. Paul Saints and host of youth and amateur baseball teams from across the region.

Saint Paul has a thriving commercial center and is home to Fortune 500 Company headquarters, large regional enterprises and countless small businesses and professional firms. We are playing an ever-more-vital role in both powering and piloting the fortunes of the dynamic Minneapolis/Saint Paul Metro region.

As large-scale, visionary developments like the Central Corridor (at last linking the east metro with the metro core in a way that integrates, rather than alienates, neighborhood interests) continue to unfold, we are committed to seeing that role continue to broaden.

Just as clearly as we are the seat of government for Minnesota, Saint Paul is undoubtedly the state's historical and cultural heart. This is not just a source of great pride for those of us who live here, but it also gives Saint Paul the unique stature of belonging to every resident of the state. We recognize and welcome that responsibility.

To find out why Saint Paul is a great city to live, work and play, go to: www.stpaul.gov and www.visitsaintpaul.com.

The City We Serve

Saint Paul is the capital city of the State of Minnesota, the home to the National Hockey League's Minnesota Wild and the nationally renowned Ordway and Penumbra Theatres. Its family-friendly downtown showcases both the Science Museum of Minnesota and the Children's Museum. Twelve colleges and universities complement high quality public and private elementary and secondary schools. Art galleries flourish both in Lowertown and in neighborhoods throughout the city. A community-wide preservation ethic has ensured that significant buildings, views and public spaces continue to inspire those who live there.

City Government

In 1849, Minnesota was named a territory with Saint Paul as its capital. Saint Paul was incorporated in 1854. The Charter provides for a strong-mayor form of government. The Mayor is the chief executive officer of the City and serves a four-year term. The seven members of the part-time City Council are elected by ward. The same seven members also serve as the Board of the Housing and Redevelopment Authority.

Our vision is that Saint Paul will be a national leader for quality education, safe streets, thriving local commerce, healthy living and state-of-the-art infrastructure. Saint Paul's 2014 operating, capital and debt service budgets total just over \$640 million. This number includes the Saint Paul Library Agency. Total FTEs for the City and Library Agency are 2925. Saint Paul Regional Water Services (SPRWS) has an additional 251 FTEs and a budget of \$45 million. We have 52 square miles of land, 61 miles of main line railway, 23.5 miles of river waterway, 17.9 miles of interstate freeway, and approximately 133,700 takeoffs and landings at our downtown airport.

The Operations Manager

- The Operations Manager will be selected by and report to the Director of Public Works. The Operations Manager will manage and coordinate the Departments Operations Division including sewers, bridge maintenance traffic operations, and street maintenance and other divisions as directed. This position will direct and align Department resources and priorities with internal and external needs.
- The Operations Manager will be someone with both the skills to manage and lead a talented multi-disciplinary staff and the ability to work with a diversity of interests within city government and in the larger community. She/he will be a person of vision, enthusiasm and conviction about the importance of the City's infrastructure, sustainability, transportation and diversity goals.

The Department of Public Works

The Public Works Vision and Mission

The Vision: As a recognized public works leader and accredited agency, we use a balanced and sustainable approach to provide responsive services, quality facilities and maintain employee pride.

The Mission: To build, maintain and improve our infrastructure and services to ensure a safe and livable Capital City.

Current Issues and Priorities

- The Mayor and City Council are committed to multi-modal transportation initiatives. In 2015, the City Council adopted the Saint Paul Bike Plan. This plan, developed to be consistent with the Complete Streets Policy, will impact the design and construction of infrastructure throughout the city.
- The Mayor and City Council recognized the need to improve the arterial street infrastructure and identified additional resources to address immediate issues in the 2015 budget. Progress on these projects will continue into 2016 and 2017. A five year plan has been created to address infrastructure needs on both arterial and residential streets. The five year Street Improvement Plan creates the process for determining future improvements to the City's street infrastructure.
- The Mayor is committed to creating a more sustainable Saint Paul. The Operations Manager will work with the Department Director, Mayor, and his staff to identify improvements in waste diversion and manage natural resources to meet this commitment.
- The Operations Manager will seek to retain the APWA accreditation awarded the Department of Public Works in 2015. In preparation for re-accreditation in 2019, the Operations Manager will continue to employ, analyze and record our practices and implement innovations designed to maintain the department's role as a recognized leader in the field.
- The Operations Manager will work closely with other City departments to deliver quality services within tight budget constraints. Coordination with both internal divisions and departments and external government agencies will be key. The Operations Manager will need to keep a specific focus on coordinating with engineers internally to find efficiencies in current operations.
- The Operations Manager will work with involved Departments and Divisions on efforts to ensure we realize the Mayor's vision for making Saint Paul the Most Livable City in America by connecting the City and residents through the Vibrant Places and Spaces Initiative.

- The City is committed to bringing racial equity into all aspects of our work, examining personal and organizational systems, patterns of behavior and underlying attitudes and beliefs that support inequity. Our vision is to be a city where race does not predetermine opportunities in education, employment, housing, health and safety. Every City department is implementing racial equity work plans. The Operations Manager will be a champion for racial equity and will work closely with the department's leadership to enact sustainable change identified in the work plan.

Ideal Candidate

[The Ideal Candidate is a Person of Vision](#) The ideal candidate for the Operations Manager will be a person of vision. We are looking for someone who thinks creatively and encourages creative thinking about engineering and operational issues. The Operations Manager must be able to demonstrate an ability to identify and implement best practices with respect to operations, engineering, service delivery methods, and sustainability.

[The Ideal Candidate is committed to Customer Service](#) The ideal candidate will be a person committed to customer service. Saint Paul's external environment is rich with diversity, from the Mayor and the City Council, to other public agencies at all levels, and stakeholders throughout the community. The Operations Manager will have to find solutions amongst competing interests. The key for the Operations Manager will be to instill a sense of collaboration so that groups – both internal and external - do not compete but, at the end of the day, are able to work through differences in a respectful and constructive manner.

[The Ideal Candidate is a GREAT Leader and Manager](#) The ideal candidate is a great leader and manager. This requires the ability to be creative within tight budget constraints, dynamic and open to new ideas, able to offer practical solutions, and oversee follow-through of projects to completion. Public Works, like the rest of the city's workforce, is almost completely unionized. The employees in the department fall within twelve different labor unions. In such a highly unionized environment, Management must be a strong proponent of labor management cooperation, lead by example, and instill within her/his managers fair and equitable management principles.

Organizational Overview:

- 385 full time employees
- \$ 141.5 million operating budget
- \$ 50.4 million capital budget
- 494 pieces of equipment
- 873 miles of streets
- 804 miles of sanitary sewers
- 450 miles of storm sewers
- 1,030 miles of sidewalks
- 385 signalized intersections
- 86 bridges – owned
- 37,000 street lights - Over 60,000 street signs
- 4 miles of floodwall and levee

The City of Saint Paul is an affirmative action employer and has a commitment to diversity its workforce. Therefore, women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

YOUR RIGHTS AS A SUBJECT OF DATA
The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview.

The following information is considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address, and home phone number.

If you are considered a finalist, your name, education, training and previous work experience will become public data.

Private data is available only to you and to other persons in the City who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.



Education and Experience

The successful candidate will be an experienced professional who has exceptional leadership, communications, and interpersonal skills and possesses broad experience in public works field operations, engineering, or maintenance.

To be considered for this position, applicants must have, at a minimum, four (4) years of experience as an assistant city engineer, civil engineer IV, or equivalent, and registration as a professional engineer in the State of Minnesota. There shall be no substitution for such registration or experience.

Ten years of professional public works or related experience that has included a minimum of three years of management experience in a large, complex, union environment is preferred.

Compensation and Benefits

The 2015 salary range goes up to \$133,000, with starting salary dependent upon experience and qualifications. In addition, the salary is supplemented by Saint Paul's outstanding benefits package.

Application Process

To be considered for this exceptional career opportunity, please submit a cover letter, resume and current salary information to:

Liz Staberg, HR Consultant
City of Saint Paul
25 W. 4th Street, Suite 200
St. Paul, MN 55102
HR fax: 651-266-6490
Email: liz.staberg@ci.stpaul.mn.us
Phone: 651-266-6534

Review of applications begins on November 20, 2015. Position open until filled. Initial interviews are tentatively scheduled for early-December.



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